DCIPS Overview

Army Intelligence Personnel Management Office (IPMO)

NICCP
NATIONAL INTELLIGENCE
CIVILIAN COMPENSATION PROGRAM

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Agenda

- DCIPS Defined
- Implementation Timelines
- Items not affected by DCIPS
- The DCIPS Star
- DCIPS Transformational Goals
- Core Tenets of DCIPS
- DCIPS Benefits
- DCIPS Pay Band Conversion
- DCIPS Performance Management System
- DCIPS Pay Pools
- DCIPS Communications
- Online Resources
- Questions

DCIPS Authorities and Background

- Title 10, United States Code (1601-1614)
  - Authority to hire, develop, and retain a diverse, versatile, and highly qualified workforce to perform both the Defense and National Intelligence missions

- Legislation passed in October 1996
  - SECDEF authorized to establish a personnel system to meet the needs of the Defense Intelligence Community

- DCIPS is being developed in coordination with:
  - Office of Director of National Intelligence (ODNI)
  - Under Secretary of Defense Intelligence (USD(I))
  - DoD's National Security Personnel System PEO

- DCIPS delivers a common competitive, pay-for-performance personnel system for all DoD Intelligence Components

*New System is Applicable to White Collar ("GG") Workforce

What is DCIPS?

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

A competitive, pay-for-performance management system that:

- Coordinates DoD's National Security Personnel System (NSPS) and the Office of the Director of National Intelligence (ODNI) Pay Modernization efforts
- Supports DoD 1400.25-M (Volume 2001 - 2012)
- Focuses on results
- Promotes a culture that values and recognizes talent
- Applies to all DoD Intelligence Component Civilians
- Aligns with the broader Intelligence Community
- Builds on the National Geospatial-Intelligence Agency's (NGA) 10-year experience with performance-based pay

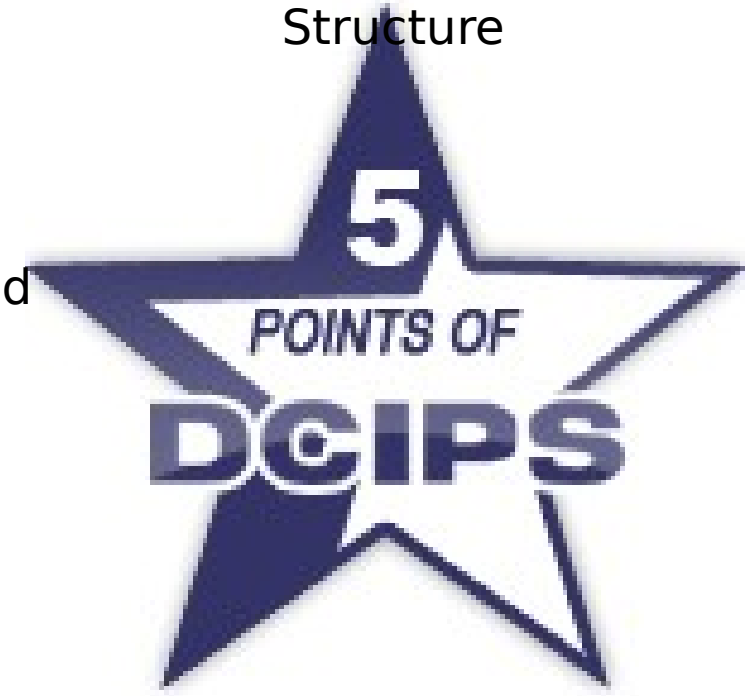
DCIPS Does NOT Impact:

- Benefit laws on retirement, health, and life insurance, etc.
- Travel/subsistence expenses
- Deployment incentives
- Application of Merit System principles
- Veterans' Preference principles
- Whistleblower Protections
- Anti-discrimination laws

The DCIPS Star

NEW Occupational Structure

NEW Performance-Based



NEW Pay Band System

ENHANCED Career Management Tools

ENHANCED Performance Management Process

DCIPS Transformational Goals

- **Performance Management**
  - Align results to organizational goals
- **Occupational Structure**
  - Align with ODNI's mission and work categories
- **Compensation Structure**
  - Based on performance contributions
- **Staffing Flexibilities**
  - Right person for the right job
- **Workforce Shaping**
  - Emphasize performance over longevity
- **Organizational Management**
  - Performance management and pay flexibilities
- **Training and Professional Development**
  - Right skills at the right time

Core Tenets of DCIPS

DCIPS
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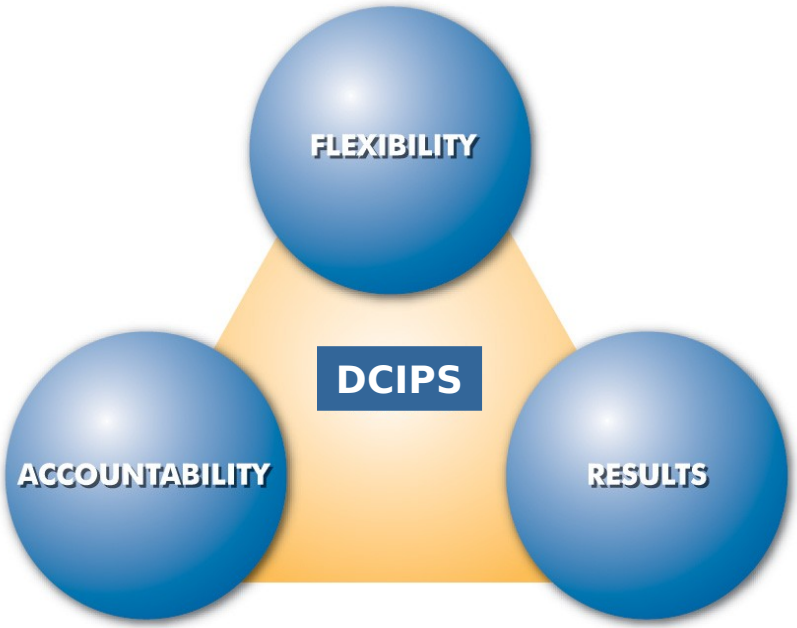
- Results
  - Attracting and retaining top talent and promoting high performance
- Accountability
  - To employee, supervisor, and leadership
- Flexibility
  - Respond to mission changes; realign, reorganize, and reshape the workforce; assign work; and set pay



DCIPS Benefits

- The impetus of DCIPS is to provide employees with a human capital policy framework aligned to Defense Intelligence transformation goals

Alignment of work with organizationa l mission and goals
Increased communicatio ns
Fair and motivational rewards for contribution s to mission
Recognition for accomplishmen ts

DoD IC Implementation Timeline

	2008			2009					2010	2011
	Sept	**Oct**	**Nov**	**Mar**	**Apr**	**Jul**	**Aug**	**Oct**	**Jan**	**Jan**
Performance Management System		DIA Navy/ USMC NGA NSA OUSD(I)			NRO (AF)	Army	USAF	DSS		
Pay Bands	DIA	NGA	Navy / USMC	OUSD(I)	NRO (AF)	Army	USAF	DSS NSA		
First Performance Payout									DIA NGA NSA Navy/ USMC OUSD(I)	Army USAF DSS

Organizations selected their implementation dates; funding provided to

Army DCIPS Implementation Timeline

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DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Army Beta Group (HQDA DCS, G-2; Army G2X)

- **31 March 2009** - TAPES rating cycle ends - allows time to conduct close out and complete required training
- **1 April 2009** - Apply DCIPS Performance Management Process
- **1 April 2009 through 18 July 2009** - Transition/Performance Management Beta Test Period (approx 3.5 months)
- **19 July 2009** - Conversion to Pay Bands
- **19 July 2009 - 30 September 2010** - Convert to new rating cycle (approx 14 months)

Army Non-Beta Group (Remaining Army DCIPS GG employees)

- **30 April 2009 -** TAPES rating cycle ends - allows time to conduct close out and complete required training
- **31 May 2009** - GG-8 TAPES close-out - affords 120 days under performance plan
- **1 May - 18 July 2009 -** Transition Period (approx 2.5 months)
- **19 July 2009 -** Conversion to New Performance Management and Pay Bands
- **19 July 2009 - 30 September 2010** - New rating cycle (approx 14 months)

Both Groups

- **1 June 2009 -** Moratorium for processing personnel actions (with exceptions)
- **19 July 2009 - 31 January 2009** - Performance Period for Mock Pay Pool
- **January 2010** - Receive full Government-wide Pay Increase (GPI) which includes Local Market Supplement
- **March/April 2010** - Conduct Mock Pay Pool
- **May 2010 through August 2010** - Pay Pool Performance Review Authorities review results of mock evaluations and pay pool analysis and modify accordingly; implement internal guidance that aligns with Army and USDI implementing policy
- **November 2010** - First formal pay pool panel meets
- **January 2011** - First performance based pay out

Pay Band Conversion

- The GG system, which was modeled after the 60-year old GS system, is being replaced because it was:
  - Rigid
  - Longevity based
  - Lacked sufficient flexibility when formulating starting salary

- Within-Grade-Increase (WGI)

Your pay *will not* decrease upon conversion into pay bands

DCIPS Occupational and Compensation Alignment

DCIPS
DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

Pay Band 5
GG-15/01 to 15/12

Supervision/Management Level 4 — Expert
Professional

Pay Band 4
GG-13/01 to GG-14/12
(Professional: GG-13 Steps 3-12)

Supervision/Management Level 3 — Senior
Professional Level 3

Pay Band 3
GG -11/01 to GG-13/12
(Professional: GG-13 Steps 1&2)

Supervision/Management Level 2 — Full Performance
Professional Level 2 — Full Performance
Technician/Support Level 3 — Senior

Pay Band 2
GG-07/01to GG-10/12

Professional Level 1 — Entry
Technician/Support Level 2 — Full Performance

Pay Band 1
GG-01/01 to GG-07/12

Technician/Support Level 1 — Entry

There is overlap between the GG structure and the DCIPS Pay Bands
Assumption:

GG-07 Tech Sup. convert to Pay Band 1
GG-07 Professional convert to Pay Band 2
GG-13 Tech Sup. convert to Pay Band 3
GG-13 Professional convert to Pay Band 3 &

Performance Management Overview

- **Performance Management is an essential tool for driving employee and organizational performance**
  - Ensures the alignment of individual performance objectives to mission
  - Builds a culture of open dialog and feedback between employees and supervisors
  - Provides a basis for measuring and assigning accountability
  - Provides a fair and equitable process for appraising and evaluating accomplishments
  - Makes meaningful distinctions in performance to make pay decisions

Performance Management: Roles and Responsibilities

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Employee:
- Helps write objectives
- Tracks accomplishments
- Maintains continuous performance dialogue w/supervisor
- Understands link between objectives and mission

Rating Official:
- Executes process: performance and development plans, mid-point and final evals
- Helps write objectives linked to strategic goals
- Continues performance dialogue with employees
- Recognizes excellent performance
- Addresses poor performance

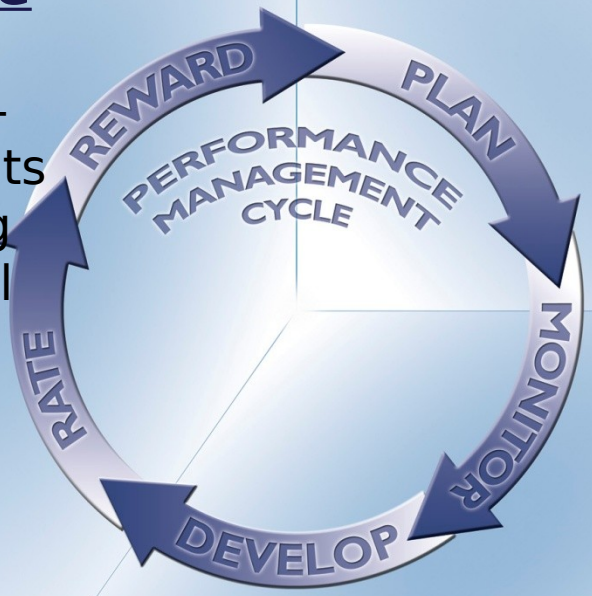
Reviewing Official:
- Oversees process to ensure it is fair, timely
- Ensures proper training
- Works with raters to normalize ratings
- Approves/adjusts Rating of Record before presentation to employee

Performance Review Authority:
- Provides independent review of rating in reconsideration process
- Oversees

Performance Phases & Activities

Evaluate Performance

- Review employee's Self-Report of Accomplishments
- Determine overall rating
- Review written appraisal
- Communicate rating of record



Plan Performance

- Establish performance expectations
- Create an Individual Development Plan (IDP)
- Align employee objectives with organizational goals

Manage Performance

- Check progress
- Provide feedback
- Make IDP course corrections/changes

Establishing Performance Objectives

- Performance objectives cascade from the highest levels allowing employees to align objectives with the mission

Measures of Success

- **Performance Objectives**
  - I know ***what*** is clearly expected of me
  - SMART objectives are unique to you AND are **REQUIRED** (**S**pecific, **M**easurable, **A**chievable, **R**elevant, **T**imely)

- **Performance Elements**
  - I know ***how*** I am expected to perform my job
  - Depending on your role, you be rated on the following elements:

Employees	Managers/Supervisors
Accountability for Results	Accountability for Results
Communication	Communication
Critical Thinking	Critical Thinking
Engagement and Collaboration	Engagement and Collaboration
Personal Leadership and Integrity	**Leadership and Integrity**
Technical Expertise	**Managerial Proficiency**

Calculating the Rating

- **Step 1:** Calculate the average of the overall performance objectives rating. Add points for each objective; divide total by # of objectives. If a score of 1 was received on any objective, the average for all objectives is "1".
- **Step 2:** Calculate the average of the overall performance elements rating. Add points for each element, divide by 6 (# of elements).
- **Step 3:** Add the average of the objectives and the elements and divide the total by 2.
- **Step 4:** Round the result as shown below:

Average Rating Range	Rating of Record Descriptor
4.6 to 5.0	Outstanding
3.6 to 4.5	Excellent
2.6 to 3.5	Successful
2.0 to 2.5	Minimally Successful
1 on any objective	Unacceptable

Performance Objectives (WHAT)	Performance Objective Rating	Performance Elements (HOW)	Performance Element Rating
A	4	Accountable for Results	5
B	3	Communication	4
C	3	Critical Thinking	4
		Engagement and Collaboration	3
		Leadership and Integrity	3
		Managerial Proficiency	4
Final	3.33		3.83
Final Evaluation of Record		**3.6**	

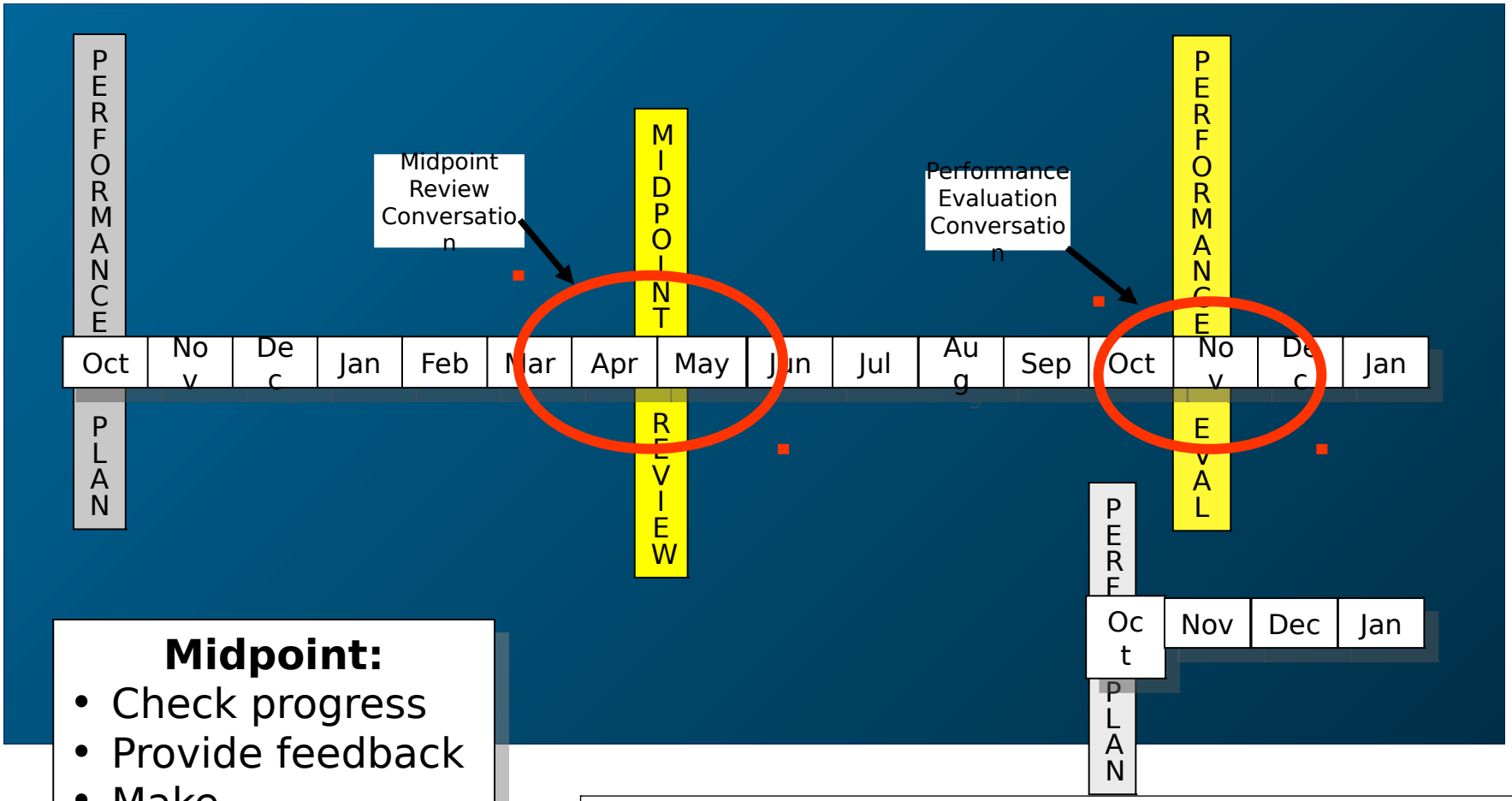
Levels of Performance

Level	Rating	Description
Outstanding	4.6 to 5.0 Rating of record - 5	Employee far exceeded expected results, such that organizational goals were achieved that otherwise would not have been.
Excellent	3.6 to 4.5 Rating of record - 4	Employee surpassed expected results in a substantial manner.
Successful*	2.6 to 3.5 Rating of record - 3	Employee achieved the expected results.
Minimally Successful	2.0 to 2.5 Rating of record - 2	Employee only partially achieved expected results.
Unacceptable	1 on any objective	Employee failed to achieve expected results in one or more assigned performance

Majority of employees will achieve this level

"3 is the new 5" -James T. Faust, ADCS, G-2

Performance Evaluation Cycle



Midpoint:
- Check progress
- Provide feedback
- Make adjustments

Performance Evaluation:
- Review performance evaluation and Rating
- Provide Feedback on performance

Pay Out Process

Pay Pools

- **Groups of employees who share funding for performance payouts**
- Size of pay pools will vary
- Make–up of Pay Pool may cross occupations and/or organizations

Pay Panels

- **Groups of senior managers/ supervisors who gather to review calculated salary increases based on final performance rating and the following factors:**
  - Work accomplishments
  - Achieved organizational goals
  - Were promotions given

Pay Pool Budget

- **Pay Pool Budgets will include monies from the following**:
- Within-Grade Increases (WGI)
- Portion of promotion/award funding
- Quality Step Increases (QSI)
- General Pay Increases (GPI)

DCIPS Communications

- Transition Managers and Army G-2 will provide communication messages on a consistent basis

- Communication mediums:
  - Monthly Newsletters
  - Workforce Emails
  - DCIPS Website
  - Town Halls/Executive Road Shows
  - Transition Manager Summit

USD(I) DCIPS Website

DCIPS
COMMITMENT.
COURAGE.
COLLABORATION.
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HR PRACTITIONERS
EMPLOYEES
SENIOR LEADERS
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Conversion Calculator
Performance Mgmt
Training
FAQ
Documents
Glossary
What's New?
Web pages updated 6/4/08.
Executive Forum
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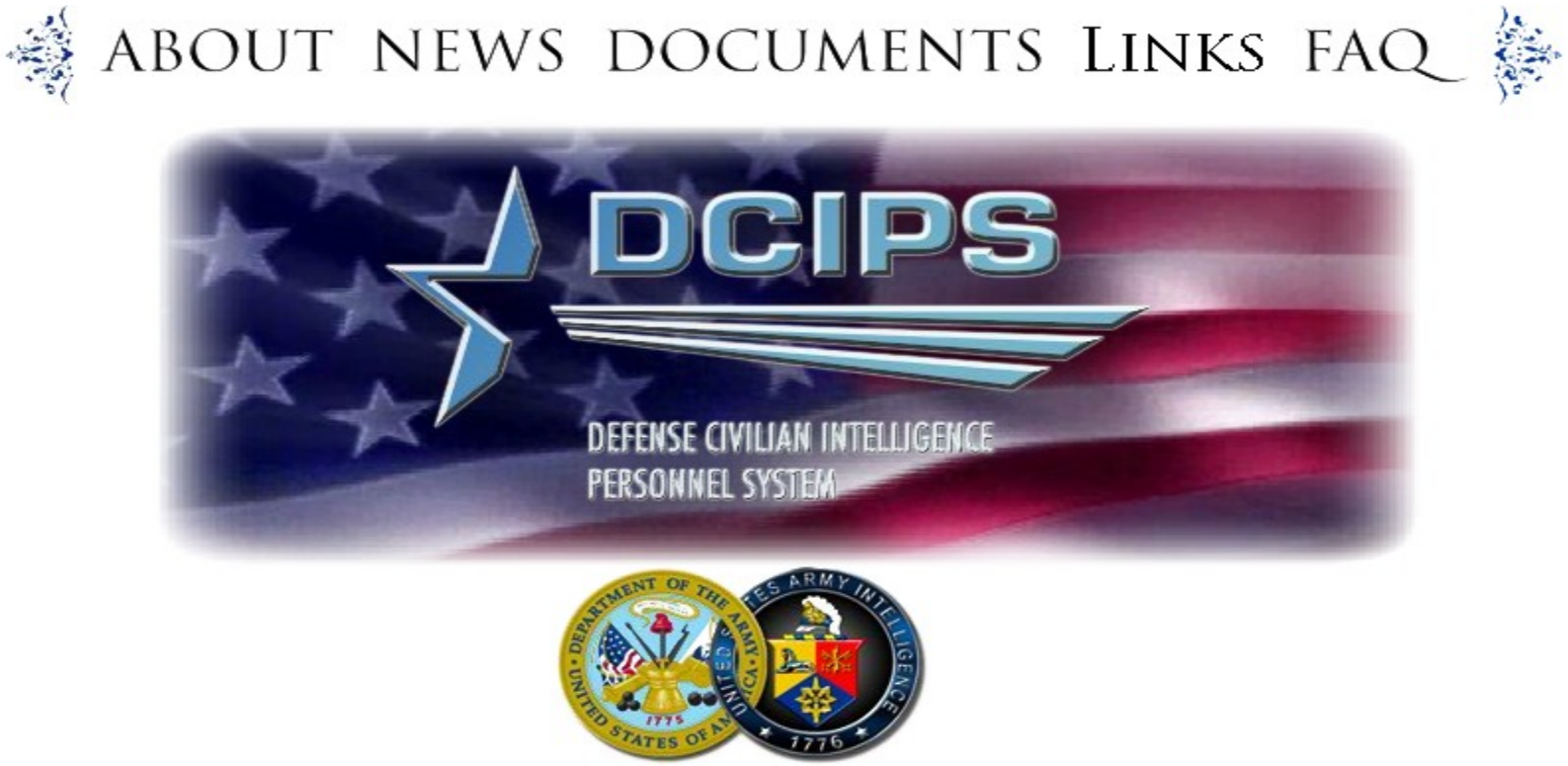
WELCOME
Meeting our Nation's intelligence needs is a substantial undertaking that the Department of Defense (DoD) is poised to meet. Personnel flexibility is a critical component of our success. DCIPS offers much-needed flexibilities while accommodating the unique needs of the Defense Intelligence Components. My team has been working closely with our Defense colleagues at the Program Executive Office (PEO) National Security Personnel System (NSPS) to leverage best practices in human resource flexibilities.
In the coming months we will begin implementing the pay banding and performance management elements of DCIPS. At the heart of DCIPS is the ability to be rewarded for the contributions you make to our vital mission.
Senior leaders throughout the DoD intelligence community, the DCIPS Implementation Team, and your agency's human resource professionals are committed to providing you with information, training, and other support as we begin a phased implementation of DCIPS.
The DoD intelligence community has an important relationship with the Office of the Director of National Intelligence (ODNI) and a shared mission with the United States Intelligence Community as a whole. The implementation of DCIPS is a result of the ongoing collaboration between USD(I) and ODNI. DCIPS not only provides the necessary flexibility needed to manage the USD(I) workforce but also embodies the core values of the U.S. intelligence community – Commitment, Courage, and Collaboration.
I appreciate the support of every employee in Defense Intelligence as we implement DCIPS and continue to focus on our mission and exceed the expectations of our Nation.
Respectfully,
James R. Clapper, Jr.
Under Secretary of Defense for Intelligence

NIPRnet: **http://dcips.dtic.mil/index.html**

Army IPMO DCIPS Website



NIPRnet: http://www.dami.army.pentagon.mil/site/dcips/
SIPRnet: http://www.dami.army.smil.mil/site/dcips
JWICS: http://www.dami.ic.gov/site/dcips

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Questions

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